

VACANCY ANNOUNCEMENT

HEAD START BIRTH TO FIVE EDUCATION DIRECTOR, Eastern Idaho Community Action Partnership, Inc.

Location: Idaho Falls, Idaho

Overview of EICAP:

Eastern Idaho Community Action Partnership, Inc., recipient of the Agency of Excellence Award in 2012, is a private, non-profit Community Action Agency located in Idaho Falls, Idaho. We cover a nine county service area and our mission is to help and empower at risk individuals and families to meet their basic needs and increase their independence through support and education. To accomplish this mission, we offer programs such as the Head Start program, own and manage 12 affordable housing complexes, emergency and energy assistance, weatherization services, the Haven Homeless Shelter, Aging programs and other anti-poverty programs that lead to self-sufficiency.

Position Overview:

Under the direction of the Chief Executive Officer, the Head Start Birth to Five Education Director is responsible for the oversight of day to day operations, staff management, expansion, and development of the Head Start and Early Head Start programs. The Head Start Birth to Five Education Director will ensure that the Birth to 5 programs are in compliance with all contractual obligations and with federal and state laws and grantor requirements.

The ideal candidate will have knowledge and proven skills in leadership, management, strategic planning and organizational development, financial and human resources, and public relations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinates with the Executive Director, Board of Directors, and Policy Council to establish policies and programs and administers such programs within legislative regulations.
2. Assumes responsibility for administration of performance standards and procedures related to personnel, including staff development; budgeting; program operations and effectiveness; and physical facilities.
3. Prepares, distributes, and maintains a variety of grant applications and related reports, adequate for program operations, expansion, and compliance.
4. Oversee development of a budget for all grants and contracts and assure appropriate expenditure of funds. Manages the financial condition of assigned grants, projects, and programs in a prudent manner; and assures that assigned grants, projects and programs remain within approved budget at all times.
5. Interprets the Agency and program purpose to the community. Establishes and maintains relationships with other agencies and organizations in the community toward meeting community needs and services.
6. Steadily endeavors to expand Head Start services into all ten counties and increase the number of children and families served.
7. Maintains good relationships with all funding sources and meets their requirements in a timely manner.
8. As an employee of EICAP you will assume the responsibility of understanding your role in accomplishing the strategic goals and performance measures of the Agency.
9. Perform other related duties as may be assigned from time to time.

SUPERVISORY RESPONSIBILITIES

1. Manages subordinate supervisors who in turn supervise employees in the Head Start Centers.

2. Responsible for the overall direction, coordination, and evaluation of all program units.
3. Carries out supervisory responsibilities in accordance with the Agency's policies and applicable laws.
4. Responsibilities include interviewing, hiring, and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.
5. As a supervisor you will assume the responsibility of assuring that all employees working under your direct supervision understand their role in accomplishing the strategic goals and performance measures of the Agency

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Baccalaureate degree and experience in supervision of staff, fiscal management and administration.

Language Skills: Ability to read, analyze, and interpret governmental regulations, technical and general business procedures, and professional papers. Ability to write reports, business correspondence, and procedure manuals. Ability to communicate effectively both in oral and written form; ability to effectively present information and respond to questions from diverse groups.

Mathematical Skills: Ability to apply basic mathematics in order to accurately create complex budgets, compare fiscal reports to budgets, analyze results, and alter program spending accordingly.

Reasoning Ability: Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret and apply commonsense understanding in order to carry out instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES

Proficiency in working with specific computer software such as accounting, spreadsheet, word processing, and database management is required. Knowledge of human resource systems and the Internet are also required in order to perform this job successfully. Proficiency in the use of computer and all common office machines required. Adequate typing skills are necessary for this position.

CERTIFICATES, LICENSES, and REGISTRATIONS

Must have a valid Idaho driver's license, a good driving record, and proof of current automobile insurance.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit and talk or hear.
- The employee frequently is required to use hands to handle objects, tools, or controls.

- The employee is occasionally required to stand, walk, and reach with hands and arms; and to stoop, kneel, or climb.
- The employee must occasionally lift and/or move up to 40 pounds.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderate.
- The employee may occasionally be exposed to biohazards and appropriate personal protective equipment must be worn.
- The physical environment may include fluorescent lighting and air conditioning.
- The employee is regularly required to travel during winter driving conditions.

Additional Requirements:

- Valid Idaho Driver's License
- Pass a Criminal Background Check
- Insurable and Bondable
- Undergo pre-employment and random drug testing

Salary:

- Starting salary will be dependent upon qualifications

To Apply:

- Visit www.eicap.org for a complete application packet and job description
- Send completed application with cover letter, resume and past/current work references to:

Eastern Idaho Community Action Partnership, Inc.
Attn: Human Resources
PO Box 51098
Idaho Falls, ID 83405

Or email to: mbutler@eicap.org

Closing Date:

Open Until Filled

Eastern Idaho Community Action Partnership is an EEO employer.